Information Technology

Focus Area Leader(s): Frank Ambrose

Focus Area Statement: Enable an environment in which the right information is available to the right person in a timely manner.

Target	Baseline Year FY001	FY002	FY003
Progress to Date: Characterize with Red, Yellow or Green			

GOAL #1 Publish IT Strategy	**Goal Leader:** George Humfeld

Performance Measure: Develop an IT Strategy

Action:
- Develop standard methodology to respond to external IT initiatives
- Develop automated processes to standardize common administrative tasks across Team Sub
- Pursue standardized and customized delivery of information to the desktop
- Institute processes to fully utilize a standard document management system across Team Sub
- Ensure compliance/conformance with information assurance policies/directives

Progress to Date:	**Actual Date**
1. Developed a draft IT Strategy	1. Dec 01
2. Developed Leave request on Livelink	2. Feb 02
3. Implemented Livelink Desktop	3. Nov 01
4. Began weekly scans of UNNPI-Livelink for unauthorized material	4. Jan 02

Next Steps:	**Projected Date**
1. Deliver version 1 IT Strategy	1. Jul 02
2. Draft methodology to respond to external IT initiatives	2. July 02
3. Incorporate methodology into IT strategy document	3. Aug 02
4. List common administrative tasks	4. May 02
5. Draft strategy for automation of administrative processes	5. Jul 02
6. Implement admin process automation strategies for specific processes	6. Jul 02
7. List/investigate typical information sources and access mechanisms	7. Jul 02
8. Determine strategies for standardized and customized delivery	8. Sep 02
9. Draft recommended business rules and procedures for doc management	9. Jun 02
10. Incorporate doc mgt business rules into IT strategy document	10. Aug 02
11. Draft Team Sub Instruction to institutionalize business rules	11. Aug 02
12. Incorporate procedures for IA compliance into IT strategy document	12. Nov 02

Responsibility: George Humfeld	**Accountability** Frank Ambrose	**Tracking:** George Humfeld)	**Reporting:** When Every 2 months Where Team Sub Offsite To Whom Pat Tamburrino

Information Technology

Focus Area Leader(s): Frank Ambrose

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Goal #2 Streamline/eliminate/consolidate Team Sub applications	Goal Leader: Laura Cooksey

Performance Measure: Develop Audit Process

Action:
1. Inventory potential applications in Team Sub
2. Develop refinement criteria
3. Apply criteria to eliminate applications
4. Eliminate/Consolidate remaining applications by functional category to eliminate redundancy
5. Align with standard corporate applications
6. Develop and maintain a master file of Team Sub applications

Progress to Date:	Actual Date
1. Inventory Complete	1. Jul 01
2. Develop refinement criteria - complete	2. Jul 01
3. Apply criteria to eliminate applications - complete	3. Jul 01
4. Streamline applications by process to eliminate redundancy	4. Jan 02
5. Develop and maintain a master file of Team Sub applications	5. SEP 01

Next Steps:	Projected Date
1. Continue to eliminate/consolidate applications	1. On going
2. Align with standard corporate applications	2. Sep 02
3. Develop and implement semi-annual audit process	3. Dec 02

Responsibility:	Accountability	Tracking:	Reporting:
Laura Cooksey	Frank Ambrose	Laura Cooksey	When Every 2 months Where Team Sub Offsite To Whom Pat Tamburrino

Target	Baseline Year FY001	FY002	FY003
Progress to Date: Green		**Develop Audit Process by Dec 02**	

Information Technology

Focus Area Leader(s): Frank Ambrose

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Goal #3 Institutionalize IT Acquisition process	Goal Leader: Mark Dronfield

Performance Measure: Develop and publish IT acquisition guideline documentation, including aids/templates

Action:
- Draft and sign Team Sub Operating Instruction
- Develop Team Sub application sponsor and developer guides
- Develop standard acquisition process documentation
- Develop program management aids and materials for IT acquisition
- Increase awareness of process

Progress to Date:	Actual Date
- Develop Team Sub application sponsor and developer guides – - Draft and sign Team Sub Operating Instruction	10 Sept 01 24 Sept 01

Next Steps:	Projected Date

1. Develop standard acquisition process documentation
    a. Process and flow diagram
    b. Information Assurance requirements summary and reference materials
2. Develop program management aids and materials for IT acquisition
    a. CONOPS
    b. Requirements documentation
    c. Checklist(s)
3. Increase awareness of process
    a. Brief to Business Process team
    b. Brief to B's
    c. Brief individually to known application owners and Program Managers
	1.a. Aug, 2002
	1.b. Aug, 2002
	2.a. Nov 2002
	2.b. Nov 2002
	2.c. Nov 2002
	3.a. Dec 2002
	3.b. Dec 2002
	3.c. Dec 2002

Responsibility:	Accountability	Tracking:	Reporting:
Mark Dronfield	Frank Ambrose	Mark Dronfield	When every 2 months Where Team Sub offsite To Whom Pat Tamburrino

Target	Baseline Year FY001	FY002	FY003
Progress to Date: Green		**Complete Next Steps 1&2 by Dec 02**	

Information Technology

Focus Area Leader(s): Frank Ambrose

Focus Area Statement: Enable an environment in which the right information is available to the right person in a timely manner.

Goal #4 Prepare for migration to the Navy/Marine Corps Intranet (NMCI)	**Goal Leader:** Laura Cooksey/George Humfeld

Performance Measure: Meet All Data Calls and Submission Requirements

Action:
1. Refine NMCI desktop orders
2. Consolidate applications and business processes
3. Obtain NMCI certification for all surviving applications
4. Compile exception list (what will not be included under NMCI)
5. Develop process for implementation, in alignment with SEA00I plans

Progress to Date:	**Actual Date**
1.	
a. Submitted desktop order	1.a. Dec 01
b. Submitted desktop order for other NAVSEA HQ personnel	1.b. Feb 02/May 02
2. Consolidated applications and business processes	2. 21 Dec 01
3.	
a. 70 C&A Forms submitted to SEA 00I	3.a. Mar 02
b. Preliminary NMCI Cert. Pkgs for 5 applications	3.b. Mar 02
c. Provided SSAA training for 50 TSUB employees	3.c. Oct 01
d. Draft SSAA's for approximately 5 applications	3.d. Mar 02
e. TSUB established pre-certification test lab	3.e. Aug 01
f. Completed testing of 41 MS Access applications	3.f. Feb 02
4. Initial specification requirements submitted	4. Nov 01
5. Partnered with 00I to develop process for implementation	5. Feb 02
6. Final cut consolidated applications	6. Mar 02

Next Steps:	**Projected Date**
1. Application owners submit remaining C&A forms (Schedule moving right)	1. Apr 02/Jun 02
2. Application owners complete NMCI pkgs for all applications	2. Jul 02
3. Application owners submit SSAA's to 00I for all surviving applications as required	3. Sep 02
4. Compile exception list	4. May 02
a. Applications	5. Nov 02
b. Peripherals	
c. Special requirements	
5. Develop desktop matrix	

Responsibility: Laura Cooksey/George Humfeld	**Accountability** Frank Ambrose	**Tracking:** Laura Cooksey/George Humfeld	**Reporting:** When Every 2 months Where Team Sub Offsite To Whom Pat Tamburrino

Target	**Baseline Year FY001**	**FY002**	**FY003**
Progress to Date: Green			

Focus Area Leader(s): Frank Ambrose

Focus Area Statement: Enable an environment in which the right information is available to the right person in a timely manner.

Goal #5 Prepare for migration to Task Force Web (TFW)	Goal Leader: Mark Dronfield

Performance Measure: Completed Inventory and Transition Plans	

Action:
- Inventory applications by TFW service categories
- Determine which applications are candidates for transition to/implementation in TFW architecture
- Develop transition plans in alignment with SEA00I plans

Progress to Date:	Actual Date
1. Inventory applications by TFW functional categories	1. 21 DEC 01

Next Steps:	Projected Date
1. Inventory Applications by TFW service categories 2. Determine which applications are candidates for transition to/implementation in TFW architecture 3. Develop transition plans in alignment with SEA 00I plans	1. May 02 2. Jul 02 3. Dec 02

Responsibility: Mark Dronfield	Accountability Frank Ambrose	Tracking: Mark Dronfield	Reporting: When every 2 months Where Team Sub offsite To Whom Pat Tamburrino

Target	Baseline Year FY001	FY002	FY003
Progress to Date: Green		Complete next steps 1&2 by Dec 02	

Focus Area Leader(s): Frank Ambrose

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Goal #6 Participate in Enterprise Resource Planning (or other corporate) initiatives:	Goal Leader: Mark Dronfield

Performance Measure: FMIS Go Live

Action:
- Engage in Maintenance ERP (NEMAIS) work
- Manage transition to multi-code, multi-Command Financial Management Information System

Progress to Date:	Actual Date

1. Manage transition to multi-code, multi-Command Financial Management Information System
    a. Align NAVSEA codes with SPAWAR to form joint configuration control board, joint executive team with rotating program manager, and leveraging of costs and support contractor efforts
    b. Full in-brief by SUBMEPP on NEMAIS status
	1. a. Fall, Winter 2001
	1. b. Apr 02

Next Steps:	Projected Date

1. Engage in Maintenance ERP (NEMAIS) work
    a. Analysis of impact on Team Sub HQ personnel/programs
    b. Begin discussions with SUBMEPP on Team Sub HQ roles and how we can partner with them
    c. Engage with SEA00I in appropriate measure on NEMAIS support/participation
2. Manage transition to multi-code, multi-Command Financial Management Information System
    a. Complete Information Assurance accreditation documentation – SSAA
    b. Roll out Web hosted FMIS to TSub
    c. Manage rollout of Team Sub specific modules to ensure they meet requirements and are delivered on time (continuous through FY02)
	1.a. Jul 02
	1.b. Jul 02
	1.c. Sep 02
	
	2.a. May 02
	2.b. Aug 02
	2.c. Sep 02

Responsibility: Mark Dronfield	Accountability Frank Ambrose	Tracking: Mark Dronfield	Reporting: When every two months Where Team Sub offsite To Whom Pat Tamburrino

Target	Baseline Year FY001	FY002	FY003
Progress to Date: Yellow		**Complete FMIS rollout in Sep 02**	